Purpose

Use this procedure to cancel the employee's health plan.

Prerequisites

- Employee has completed necessary procedures to cancel plans through EBD.

Menu Path

Use the following menu path(s) to begin this transaction:

- PA30 - Human Resources ➜ Personnel Management ➜ Administration ➜ HR Master Data ➜ PA30-Maintain
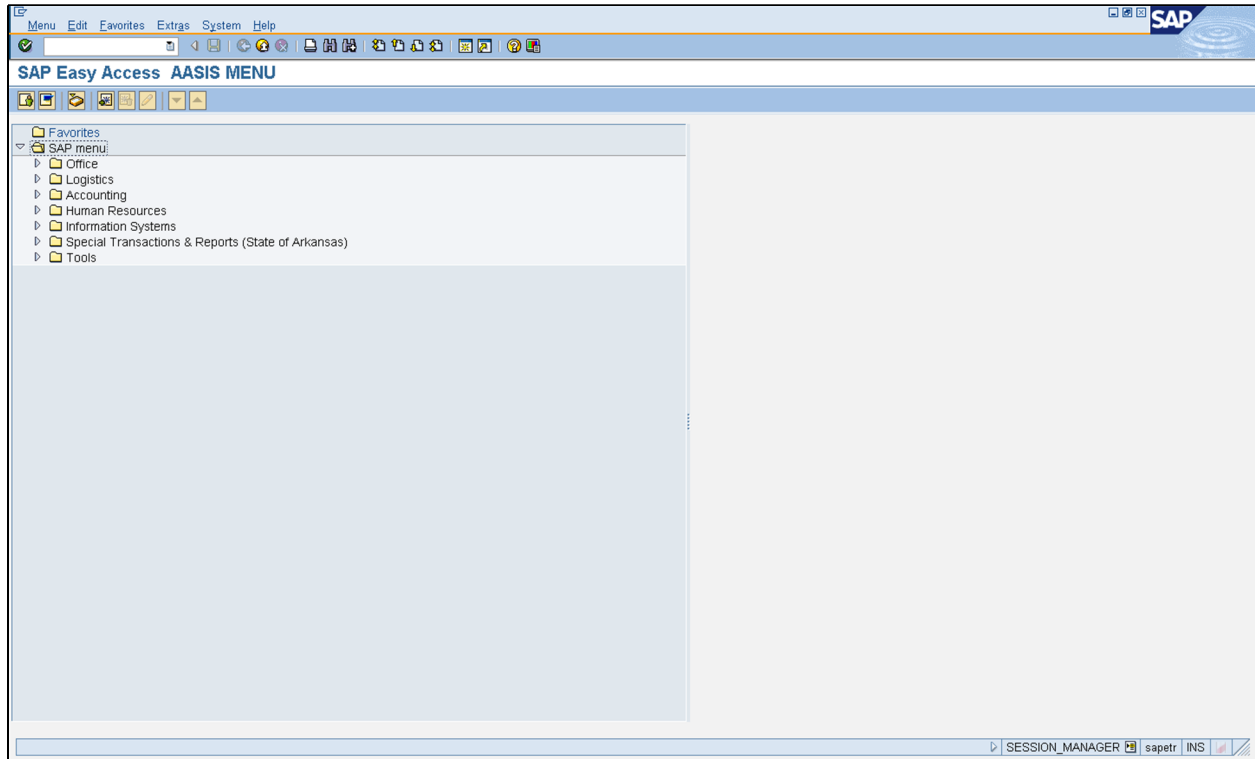
Transaction Code

PA30/HRBEN0014

Tips and Tricks

- Cancellations will only be used to cancel coverage for employee benefits.
- Cancellation can be processed to cancel health plans for a recently married employee who has health coverage through their spouse's employer.
- Once the Adjusment Reason-**Cancellation** has been created in PA30 and saved, the system will automatically transfer to transaction **HRBEN0014** to complete the cancellation process.
- When processing a cancellation in PA30, the date to end participation will be the last day of the coverage month. If any other date is used, an error will occur.

Procedure

1. Start the transaction using the menu path or transaction code.
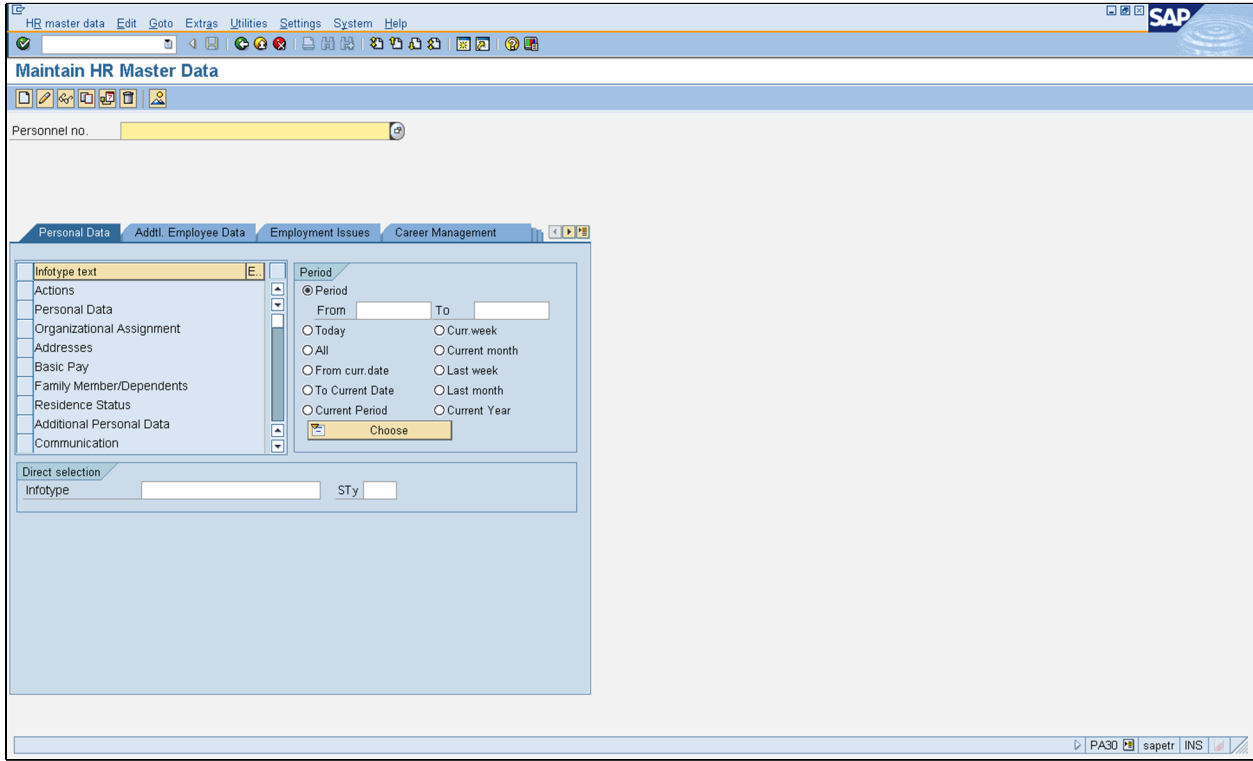
SAP Easy Access AASIS MENU

2. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter transaction code. **Example:** PA30

3. Click **Enter** .

Maintain HR Master Data
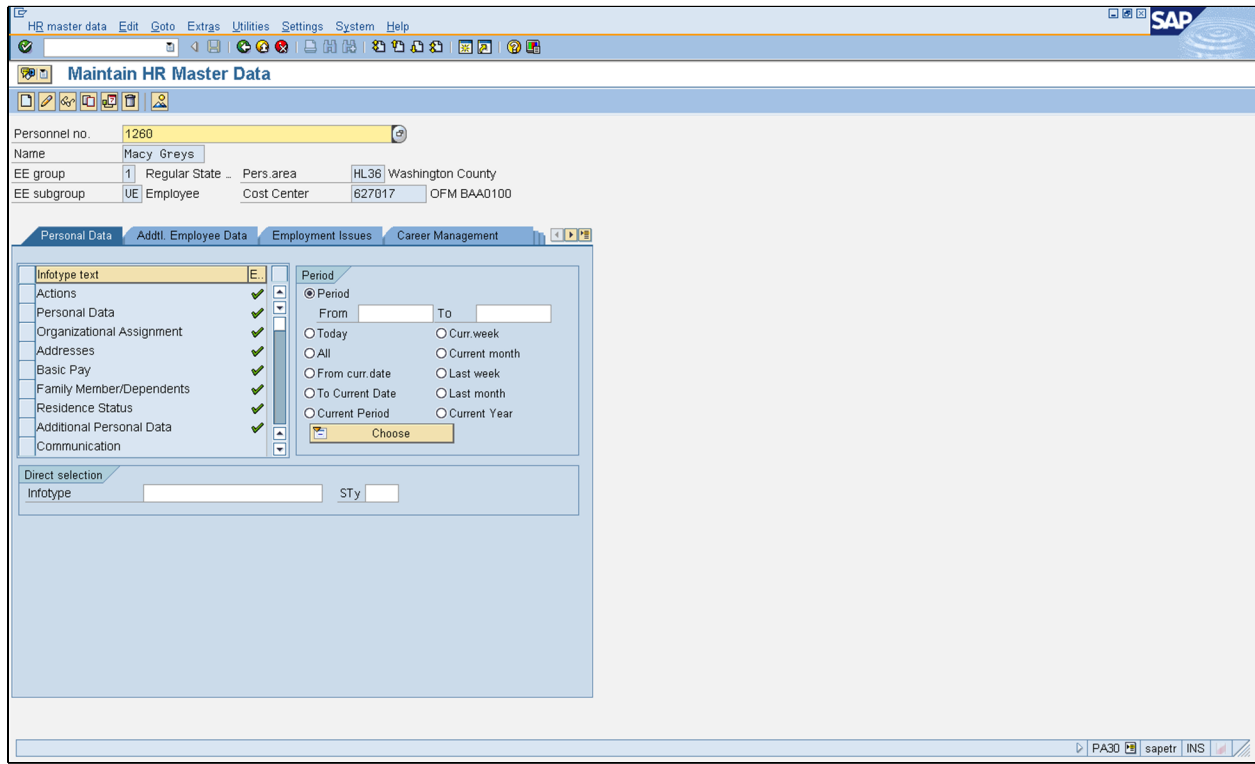
4. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter personnel number of employee whose plan is to be cancelled. **Example:** 1260

5. Click **Enter** .

Maintain HR Master Data

6. Click drop-down [icon].

Maintain HR Master Data

7. Click **Benefits** menu item ▭ Benefits ▭ .
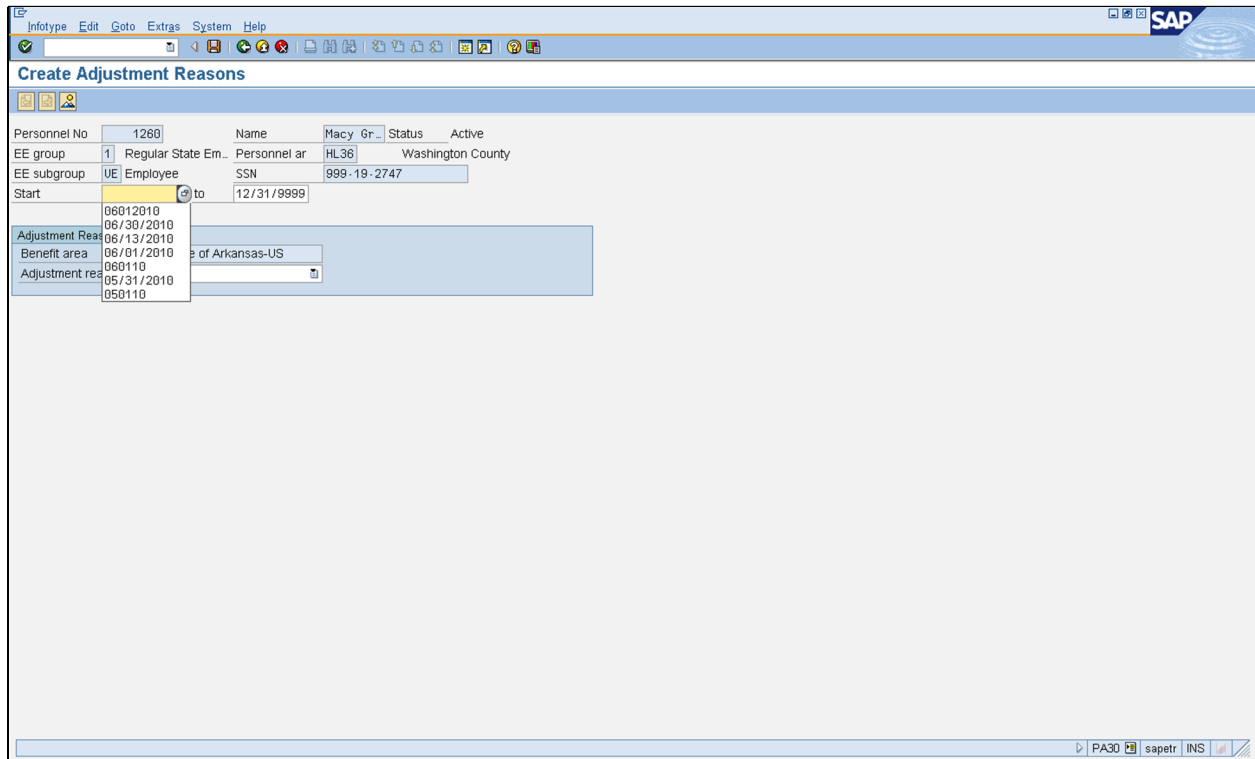
Maintain HR Master Data

8.   Select **Adjustment Reasons** ▢ .

9.   Click **Create** ▢ .
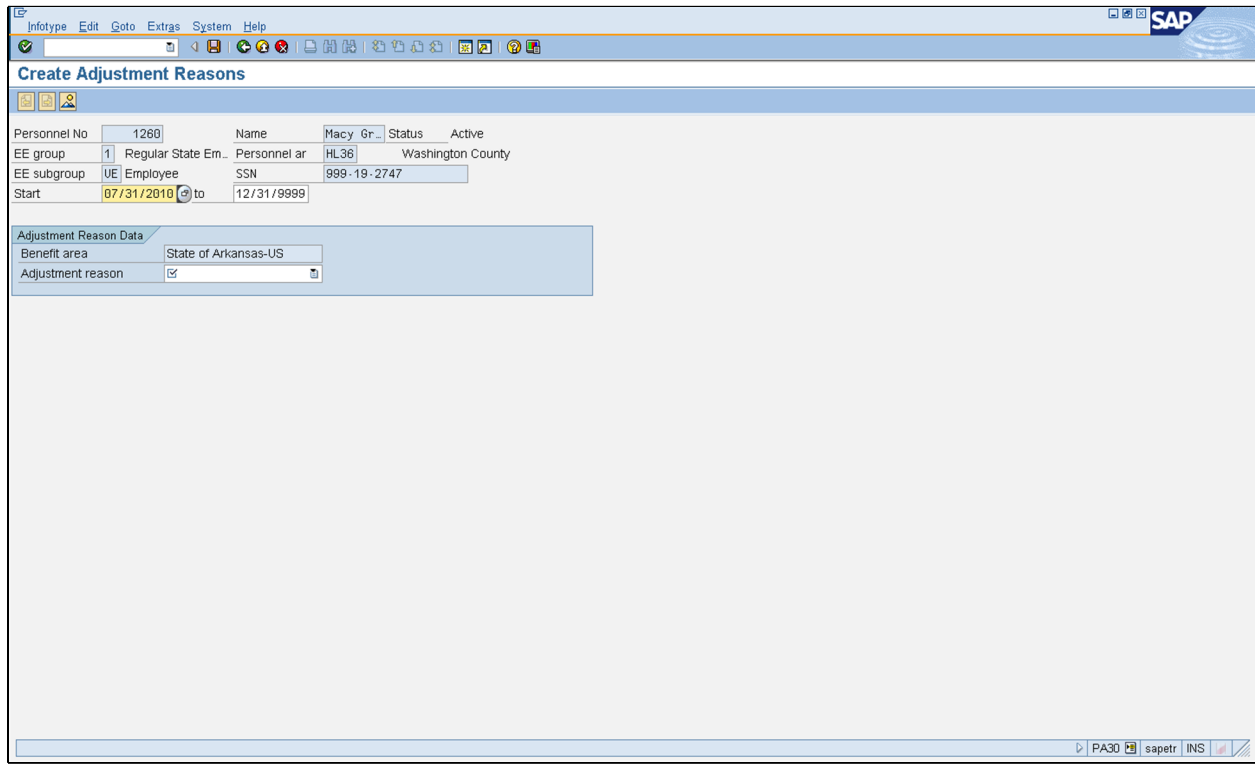
Create Adjustment Reasons

10. As required, complete/review the following fields:

Field	R/O/C	Description
Start	Required	Enter the last day of the month of the health plan coverage. **Example:** 07/31/2010

Create Adjustment Reasons

Infotype Edit Goto Extras System Help	□ ⊡ ⊠ **SAP**

Create Adjustment Reasons

Personnel No	1260	Name	Macy Gr...	Status	Active
EE group	1	Regular State Em...	Personnel ar	HL36	Washington County
EE subgroup	UE	Employee	SSN	999-19-2747	
Start	07/31/2010 🔲 to	12/31/9999			
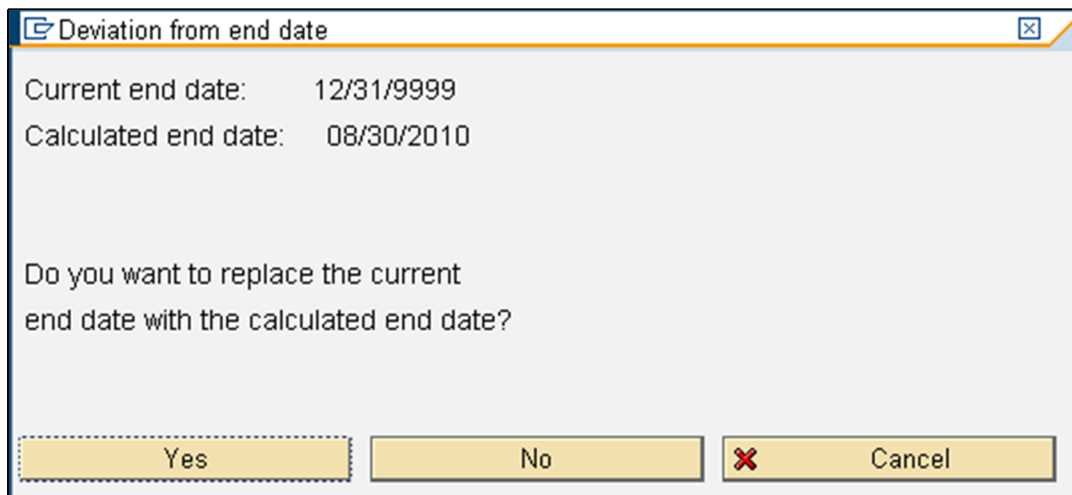
Adjustment Reason Data

Benefit area	State of Arkansas-US
Adjustment reason	☑

> | PA30 📄 | sapetr | INS |

11. Click Adjustment reason drop-down box ☑ 📄 .

Create Adjustment Reasons

12. Select Adjustment reason-**Cancellation** from the list of items `CANC Cancellation`.
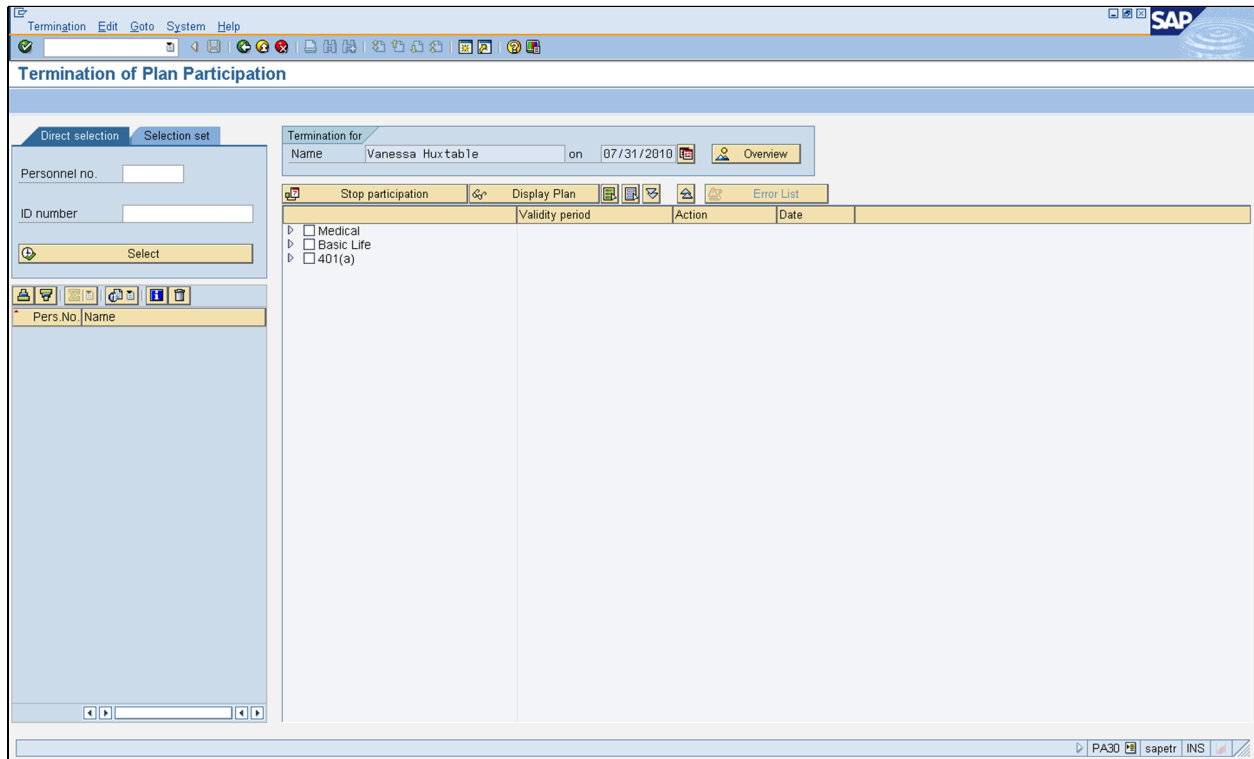
13. Click **Save** 💾.

Deviation from end date
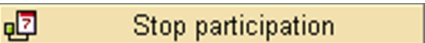
14. Click **Yes** `Yes`.

Termination of Plan Participation

15. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter personnel number of employee whose plan is to be terminated. **Example:** 1260

16. Click **Medical** ▷ ☐ Medical to view health plan.

17. Click to place a check in the Medical box field ▽ ☐ Medical .

18. Click **Stop participation** 🗐 Stop participation .

Information

Information	⊠
ⓘ	I:ZP:999 WARNING! This is a cancellation of coverage. This employee will not be offered COBRA
✔ ❓	
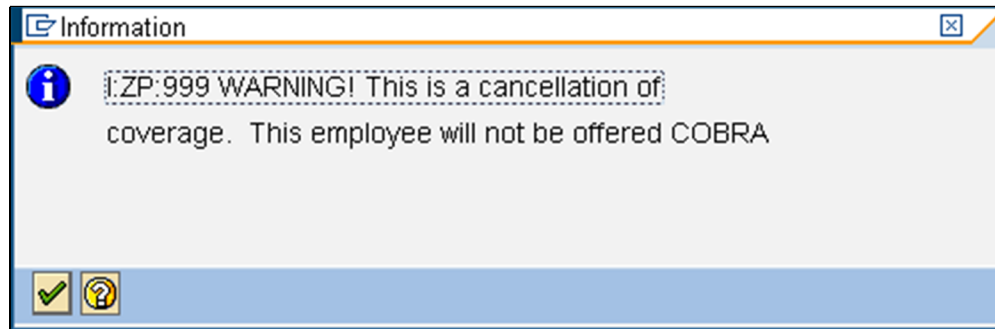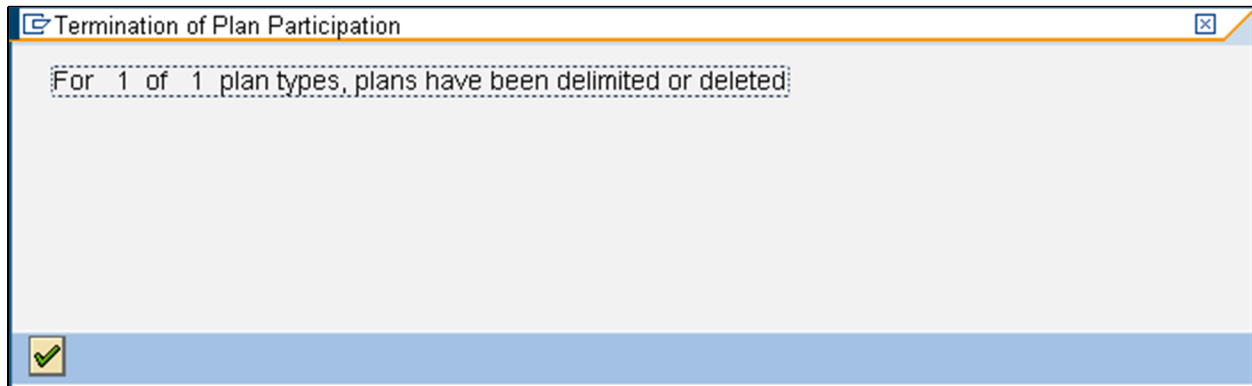
19. Click **Continue** ✔.

Termination of Plan Participation
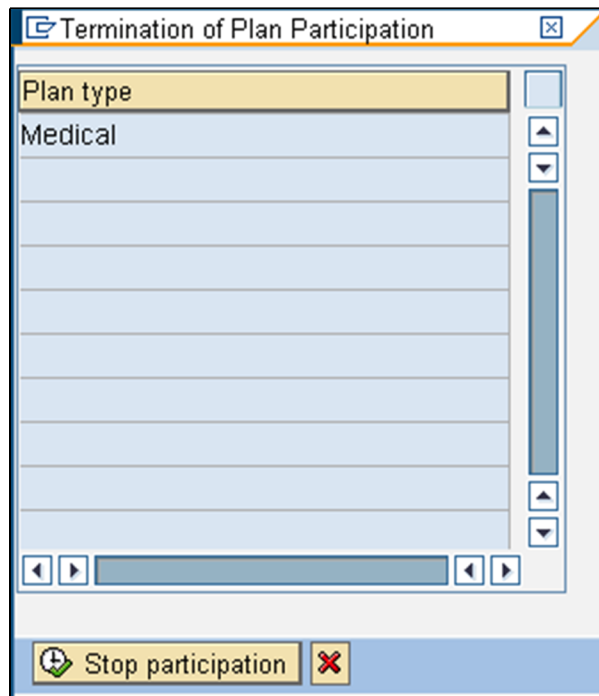
Termination of Plan Participation	⊠
Plan type	
Medical	

Stop participation ✖

20. Click **Stop participation** 🕘 Stop participation .

Termination of Plan Participation

Termination of Plan Participation   ⊠

For 1 of 1 plan types, plans have been delimited or deleted

✓

21. Click **Continue** ✓.

Next Steps

None

Summary

You have successfully completed a Cancellation.